

**From:** Abigail Stahl <abigail.stahl@bonnercountyid.gov>  
**Sent:** Wednesday, April 16, 2025 10:05 AM  
**To:** Kathryn Keeney; City Planning  
**Subject:** Re: [EXT SENDER] PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice

You don't often get email from [abigail.stahl@bonnercountyid.gov](mailto:abigail.stahl@bonnercountyid.gov). [Learn why this is important](#)

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RE: PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice

Hello,

The proposed apartment/commercial building will require unit address assignments from the Bonner County GIS Department. Please direct the applicant to apply for addresses (units) at the following link: [Request for Physical Address \(City of Sandpoint\)](#)

On Wed, Apr 16, 2025 at 9:12 AM Kathryn Keeney <[kkeeney@sandpointidaho.gov](mailto:kkeeney@sandpointidaho.gov)> wrote:

Dear Agencies,

We appreciate your review of the attached file in accordance with your agency's expertise. Please provide any recommended conditions of approval along with the applicable code sections by next Wednesday April 23, 2025. Additional details can be found in the attached documents.

Thank you for your time and consideration.

Best regards,

**Katie Keeney**

City of Sandpoint – Assistant Planner

208.946.2086

[kkeeney@sandpointidaho.gov](mailto:kkeeney@sandpointidaho.gov)

1123 Lake St. Sandpoint, ID 83864



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[Request for Physical Address \(Unincorporated Bonner County and Cities of: Clark Fork, Dover, East Hope, Hope, Kootenai, Oldtown, Priest River\)](#)

[Request for Physical Address \(City of Sandpoint\)](#)

[Road Name Request](#)

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Abigail Stahl

GIS Technician II

Bonner County GIS

GIS Office: (208) 265-1469

Direct: (208) 597-1808

[abigail.stahl@bonnercountyid.gov](mailto:abigail.stahl@bonnercountyid.gov)

**From:** Sherrill, Rob <Rob.Sherrill@avistacorp.com>  
**Sent:** Wednesday, April 16, 2025 10:10 AM  
**To:** City Planning  
**Subject:** Notice of Application to Agency.pdf  
**Attachments:** [Notice of Application to Agency.pdf](#)

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Please find the PDF attached.

Download the free Adobe Acrobat Reader to view and comment on this PDF.

[https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.adobe.com%2Fgo%2Freader\\_download&data=05%7C02%7Ckkeeney%40sandpointidaho.gov%7Cf14391a33f2f41fbef7e08dd7d097c6c%7Ca204e7a232d94bd4857aa3a91dc86458%7C0%7C0%7C638804201894345953%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslAIiOiJXaW4zMilslkFOljoitWFBpClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=L3nsc71lksErIXAvxYwQl8lIrAkeEY4R90VRbsxlpRo%3D&reserved=0](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.adobe.com%2Fgo%2Freader_download&data=05%7C02%7Ckkeeney%40sandpointidaho.gov%7Cf14391a33f2f41fbef7e08dd7d097c6c%7Ca204e7a232d94bd4857aa3a91dc86458%7C0%7C0%7C638804201894345953%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslAIiOiJXaW4zMilslkFOljoitWFBpClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=L3nsc71lksErIXAvxYwQl8lIrAkeEY4R90VRbsxlpRo%3D&reserved=0)

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Sent From Adobe Acrobat Reader

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**CITY OF SANDPOINT**  
**NOTICE OF APPLICATION – March 31, 2025**

**Notice is hereby given** that the City of Sandpoint has received an application for a Site Plan Review permit (City Application No. PSPR25-0003) adjacent and nearby to your property. The Farmin Flats project is a proposal for the development of a mixed use apartment project, with commercial space on the ground floor fronting Church Street, and 48 units of residential apartments behind the commercial space, and above on the remaining 3-floors. The project is located at 413 Church Street, just east of the Fifth and Church intersection. The subject property is further defined as being in Lot 4 of Block 9, Farmin's Addition, lying in the Northeast quarter of Section 22, Township 57 North, Range 2 West, Boise Meridian, City of Sandpoint, Bonner County, Idaho.

The proposed site plan is on the back of this notice. Additional application materials can be viewed online by visiting <https://www.sandpointidaho.gov/current-projects> and viewing file no. PSPR25-0003. Complete application materials are on file at Sandpoint City Hall, 1123 Lake Street, Sandpoint, ID, (208) 263-3370.

**PLEASE NOTE:** This application does not require a Public Hearing. **If you wish to provide comment, please submit no later than April 15, 2025.** Responses may be mailed to City Hall, Attn Planning Department, 1123 Lake St, Sandpoint, ID 83864 or e-mailed to [cityplanning@sandpointidaho.gov](mailto:cityplanning@sandpointidaho.gov). Please provide the information below for retention in the application file.

Name: Rob Sherrill - Avista Utilities

Address: 100 N Lincoln Ave Sandpoint, ID 83864

Application Number: PSPR25-0003



PLEASE RESPOND: (✓)    ☐ **SUPPORT**    ☐ **DO NOT SUPPORT**    ☒ **NEUTRAL**

COMMENTS: Avista has met with designers on this and discussed requirements

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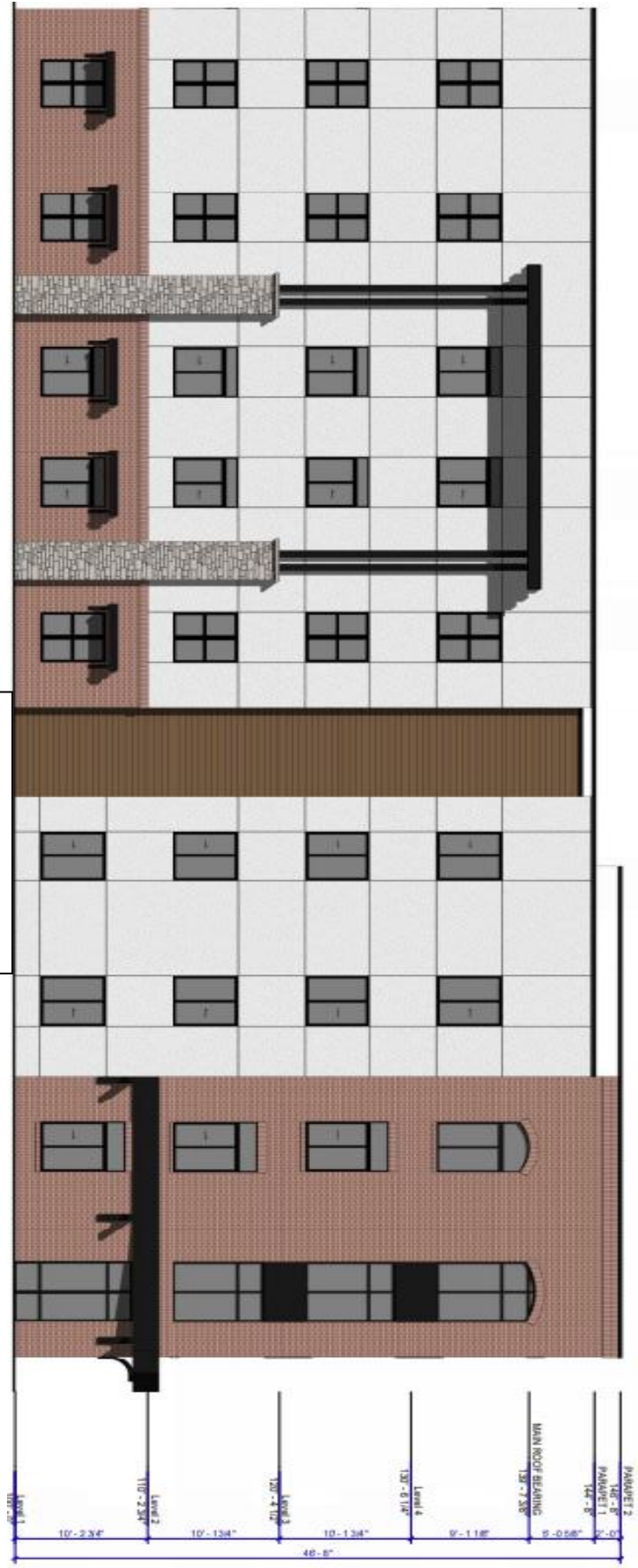




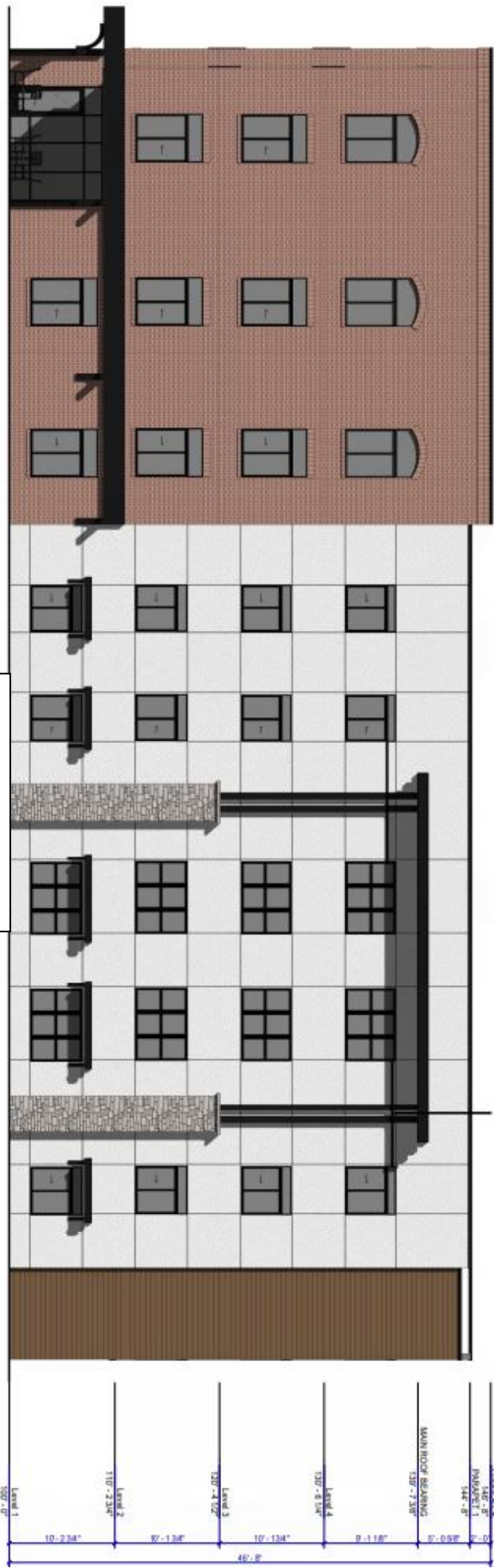




CHURCH STREET



EAST ELEVATION



WEST ELEVATION





NORTH ELEVATION



SOUTH ELEVATION



**From:** DEQ Comments <deqcomments@deq.idaho.gov>  
**Sent:** Thursday, April 24, 2025 2:21 PM  
**To:** Kathryn Keeney  
**Subject:** RE: PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice

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Good Afternoon,

Thank you for providing the opportunity to comment. DEQ has no environmental impact comments for the project listed above at this stage of development.

Thank you,

Idaho Department of Environmental Quality  
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814  
Office Line: 208.769.1422  
[www.deq.idaho.gov](http://www.deq.idaho.gov)

**Our mission:** To protect human health and the quality of Idaho's air, land, and water.

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**From:** Kathryn Keeney <[kkeeney@sandpointidaho.gov](mailto:kkeeney@sandpointidaho.gov)>  
**Sent:** Wednesday, April 16, 2025 9:12 AM  
**Cc:** City Planning <[cityplanning@sandpointidaho.gov](mailto:cityplanning@sandpointidaho.gov)>  
**Subject:** PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice

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Dear Agencies,

We appreciate your review of the attached file in accordance with your agency's expertise. Please provide any recommended conditions of approval along with the applicable code sections by next Wednesday April 23, 2025. Additional details can be found in the attached documents.

Thank you for your time and consideration.

Best regards,

**Katie Keeney**

City of Sandpoint – Assistant Planner

208.946.2086

[kkeeney@sandpointidaho.gov](mailto:kkeeney@sandpointidaho.gov)

1123 Lake St. Sandpoint, ID 83864



**From:** Julie Bishop <ihdclerk@gmail.com>  
**Sent:** Monday, April 28, 2025 2:20 PM  
**To:** Kathryn Keeney  
**Cc:** Brian Ivy; Marj Tilley; Brett Engel  
**Subject:** Fwd: PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice

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Good afternoon, Katie,

Please see the two sets of comments below on behalf of the District.

Julie Bishop

Clerk/Administrative Assistant  
Independent Highway District  
PO Box 700  
Ponderay, ID 83852  
208-255-8121  
Fax: 208-255-7804

----- Forwarded message -----

**From:** Mel Bailey <ihdm Bailey@gmail.com>  
**Date:** Mon, Apr 28, 2025 at 1:59 PM  
**Subject:** Re: PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice  
**To:** Julie Bishop <ihdclerk@gmail.com>

Julie,

Ryan's comments cover the IHD'S concerns for parking in the downtown area of Sandpoint. This area should require some off street parking.

Thank you,

Mel Bailey, IHD Chair

On Mon, Apr 28, 2025, 10:03 AM Julie Bishop <ihdclerk@gmail.com> wrote:  
Good morning, Mel,



Although we were unable to meet the comment deadline for this project due to the short notice, I would still like to submit IHD's comments to the City.

Please see Ryan's review below and let me know if you have any additional comments. Ryan's comments on PSPR25-0005, the site plan review for building two of this project, are pending.

<https://www.sandpointidaho.gov/community-planning-development/page/farmin-flats-building-1>

Julie Bishop

Clerk/Administrative Assistant  
Independent Highway District  
PO Box 700  
Ponderay, ID 83852  
208-255-8121  
Fax: 208-255-7804

----- Forwarded message -----

From: **Ryan Luttmann** <[RLuttmann@centurywest.com](mailto:RLuttmann@centurywest.com)>  
Date: Mon, Apr 28, 2025 at 9:18 AM  
Subject: RE: PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice  
To: Julie Bishop <[ihdclerk@gmail.com](mailto:ihdclerk@gmail.com)>

Hi Julie,

I'm not sure why the Notice of Application was sent to IHD after the April 15, 2025 comment period with only 7 calendar days for IHD to respond.

The project narrative statement indicates that the studies completed for this project revealed:

- Traffic is expected to be low, with our trip generation and distribution letter showing well below 50 peak hour trips.
- The study supports the existing public and on-street parking will sufficiently accommodate residents.
- No additional traffic impact study or mitigation measures are needed.

The project narrative also refers to a City of Sandpoint Parking Study that supports reduced parking.

I offer the following for consideration:

- It appears that the applicant is proposing a project in the downtown with no proposed off-street parking in accordance with SCC 9-5-1.f, which states, “Exemptions: Buildings within the boundaries of First Avenue, Cedar Street, Fifth Avenue and Pine Street plus one-half (½) block extending outward are exempt from the parking minimum requirements of this chapter.”
- SCC 6-1-4-1.e states, “All Night Parking: It shall be unlawful to park a vehicle between the hours of two o'clock (2:00) a.m. and six o'clock (6:00) a.m. of any day on a street or highway in areas where overnight parking is prohibited. A map of the Downtown Limited Parking Zone may be obtained from City Hall or on the city's website.
  - The parking signs that are posted in the downtown indicate that no parking is allowed on the downtown streets between the hours of 2am and 6am from November 1 to March 1.
- The proposed intent of SCC9-5-1.f. and the City of Sandpoint Parking Study do not appear to consider the impacts of the amount of overnight parking needs associated with residential versus commercial uses. The City should consider the location of the property, the 4 months of the year where overnight parking is prohibited on the downtown streets, and if this meets the intent of the off-street parking exemptions.
- Since the structure is comprised of more than 4 living units, the city should review the need for adaptable or accessible units. If accessible parking spaces will be needed, it is not clear where the ADA parking spaces are proposed and how far the accessible route will be from the proposed use.

Let me know if you have any questions.

Thank you,

Ryan



**Ryan Luttmann, P.E.** | Senior Project Manager

102 S Euclid Ave, Ste 107 | Sandpoint, ID 83864

208.946.4380 (direct) | 208.627.7775 (cell) | [rluttmann@centurywest.com](mailto:rluttmann@centurywest.com)

[www.centurywest.com](http://www.centurywest.com)

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**From:** Julie Bishop <[ihdclerk@gmail.com](mailto:ihdclerk@gmail.com)>

**Sent:** Wednesday, April 16, 2025 10:34 AM

**To:** Ryan Luttmann <[RLuttmann@CenturyWest.com](mailto:RLuttmann@CenturyWest.com)>

**Subject:** Fwd: PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice

**ALERT** Our analysis shows that phishing attacks frequently exploit this domain. Be careful with this email. Powered by TitanHQ™.

Good morning, Ryan,

Forwarded for your review and comment. The comment deadline has been extended to April 23rd per Katie's email.

Julie Bishop

Clerk/Administrative Assistant

Independent Highway District

PO Box 700

Ponderay, ID 83852

208-255-8121

Fax: 208-255-7804



----- Forwarded message -----

From: **Kathryn Keeney** <[kkeeney@sandpointidaho.gov](mailto:kkeeney@sandpointidaho.gov)>

Date: Wed, Apr 16, 2025 at 9:12 AM

Subject: PSPR25-0003 Site Plan Review Farmin Flats - Agency Notice

To:

Cc: City Planning <[cityplanning@sandpointidaho.gov](mailto:cityplanning@sandpointidaho.gov)>

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Thank you for your time and consideration.

Best regards,

**Katie Keeney**

City of Sandpoint – Assistant Planner

208.946.2086

[kkeeney@sandpointidaho.gov](mailto:kkeeney@sandpointidaho.gov)

[1123 Lake St. Sandpoint, ID 83864](#)



**From:** Abigail Stahl <abigail.stahl@bonnercountyid.gov>  
**Sent:** Thursday, April 24, 2025 8:18 AM  
**To:** Kathryn Keeney  
**Cc:** City Planning  
**Subject:** Re: [EXT SENDER] Agency Notice - PSPR25-0005 Site Plan Review

You don't often get email from [abigail.stahl@bonnercountyid.gov](mailto:abigail.stahl@bonnercountyid.gov). [Learn why this is important](#)

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RE: Agency Notice - PSPR25-0005 Site Plan Review

Hello,

The proposed apartment/commercial building will require unit address assignments from the Bonner County GIS Department. Please direct the applicant to apply for addresses (units) at the following link: [Request for Physical Address \(City of Sandpoint\)](#)

On Wed, Apr 23, 2025 at 3:47 PM Kathryn Keeney <[kkeeney@sandpointidaho.gov](mailto:kkeeney@sandpointidaho.gov)> wrote:

Dear Agencies,

We appreciate your review of the attached file in accordance with your agency's expertise. Please provide any recommended conditions of approval along with the applicable code sections by Thursday May 8<sup>th</sup>. Additional details can be found in the attached documents, please note that this review is in addition to file PSPR25-0003 which was previously sent out.

Thank you for your time and consideration.

Best regards,

**Katie Keeney**

City of Sandpoint – Assistant Planner

208.946.2086

[kkeeney@sandpointidaho.gov](mailto:kkeeney@sandpointidaho.gov)

1123 Lake St. Sandpoint, ID 83864



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[Request for Physical Address \(Unincorporated Bonner County and Cities of: Clark Fork, Dover, East Hope, Hope, Kootenai, Oldtown, Priest River\)](#)

[Request for Physical Address \(City of Sandpoint\)](#)

[Road Name Request](#)

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Abigail Stahl

GIS Technician II

Bonner County GIS

GIS Office: (208) 265-1469

Direct: (208) 597-1808

[abigail.stahl@bonnercountyid.gov](mailto:abigail.stahl@bonnercountyid.gov)